REILize
Decision Support System

Observation Data Capture Tool - Teacher

Complete and Manage Teacher Observation Cycles

A Teacher Observation Cycle is comprised of three sessions: Pre-Conference, Observation, and Post-Conference. A completed Observation Cycle can be edited, saved, submitted, and if necessary, overridden.

Complete and Submit an Observation Cycle

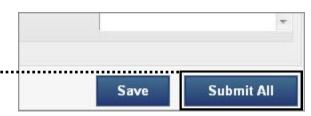An Observation Cycle can only be submitted once both of the following criteria are met:

1. All three sessions—Pre-Conference, Observation, and Post-Conference—have had scores entered for every required element in each rubric (with the exception of the optional Professional Responsibilities rubric); and
2. All selections and comments have been entered for the Reinforcement and Refinement areas on the **Observation Cycle Report**.

Once the above criteria have been met, the **Submit All** button on the **Observation Cycle Report** will become active. Edits can be made to any session until the **Submit All** button has been clicked.

Click the **Submit All** button to submit all data and complete the Observation Cycle. Sessions within a cycle cannot be edited while the cycle is in a submitted state.

After clicking the **Submit All** button, the screen refreshes to a printable version of the report. At the bottom of the report there is a date line and signature lines for both the Evaluator and the Teacher. Click the **Print** button to print a copy of the report for signatures.

See the *Observation Cycle Report* **Quick Guide** for more information about the Observation Cycle Report.

Today's Date: _____

Evaluator: Mary Stover
Signature: _____

Teacher: Leonard Archer
Signature: _____

An employee signature on this document indicates that he/she has received the information and has had an opportunity to discuss with the supervisor.

Override an Observation Cycle

Sessions in a submitted Observation Cycle cannot be edited unless they are overridden. An evaluator can override an Observation Cycle for editing only one time. After the Observation Cycle is overridden and re-submitted, the **Override** button will be inactive.

Override a Cycle from the Teacher Selection Page

Select the teacher/cycle combination to be overridden from the **Select Teacher to Evaluate** dropdown menu on the teacher selection page.

In the **Entry No Longer Allowed On This Cycle** section, click the **Override Cycle** button. The page will refresh to the same Observation Cycle, and all sessions will be editable. Click the **Submit All** button on the Observation Cycle Report to submit the data a final time.

ENTRY NO LONGER ALLOWED ON THIS CYCLE

You may either choose an action below or make a different selection in the Evaluatee Dropdown List above.

Override Cycle >   Begin Open Cycle >

Override a Cycle from the Observation Cycle Report

Click the **Override** button on the Evaluation Cycle Report. Select the same teacher and Observation Cycle from the **Select Teacher to Evaluate** dropdown menu on the Teacher Selection page.

In the **Entry No Longer Allowed On This Cycle** section, click the **Override** button. The page will refresh to the same Observation Cycle, and all sessions will be editable. Click the **Submit All** button on the Observation Cycle report to submit the data a final time.
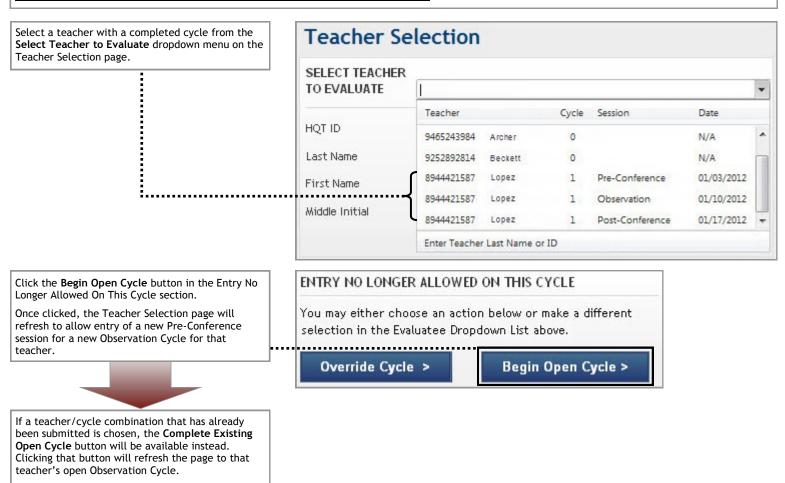
Print   Override   Start New Evaluation

Arizona Department of Education

Start a New Observation Cycle

Evaluators may begin a new Observation Cycle for a teacher once they have submitted the previous cycle. Observation Cycles, and the sessions that comprise them, must be entered into the Observation Data Capture Tool in chronological order.

Select a teacher with a completed cycle from the **Select Teacher to Evaluate** dropdown menu on the Teacher Selection page.

Teacher Selection

SELECT TEACHER TO EVALUATE

Teacher		Cycle	Session	Date
9465243984	Archer	0		N/A
9252892814	Beckett	0		N/A
8944421587	Lopez	1	Pre-Conference	01/03/2012
8944421587	Lopez	1	Observation	01/10/2012
8944421587	Lopez	1	Post-Conference	01/17/2012

HQT ID

Last Name

First Name

Middle Initial

Enter Teacher Last Name or ID

Click the **Begin Open Cycle** button in the Entry No Longer Allowed On This Cycle section.

Once clicked, the Teacher Selection page will refresh to allow entry of a new Pre-Conference session for a new Observation Cycle for that teacher.

ENTRY NO LONGER ALLOWED ON THIS CYCLE

You may either choose an action below or make a different selection in the Evaluatee Dropdown List above.

Override Cycle >   **Begin Open Cycle >**

If a teacher/cycle combination that has already been submitted is chosen, the **Complete Existing Open Cycle** button will be available instead. Clicking that button will refresh the page to that teacher's open Observation Cycle.

Complete Existing Open Cycle >

Edit an Observation Cycle

Evaluators can edit the information in the Teacher Details and Session sections of the Teacher Selection page—as well as session scores, comments, notes, or Reinforcement/Refinement selections and text for any session—as long as the Observation Cycle is not in a submitted state.

A specific session in an Observation Cycle can be chosen for editing by selecting the teacher/cycle combination from the **Select Teacher to Evaluate** dropdown menu, then selecting any one of the three session radio buttons in the **Session** section.

SESSION *

Which Session?
- ○ Pre-Conference
- ○ Observation
- ○ Post-Conference

See the *Summative Cycle Report* Quick Guide for instructions to view the report that displays all submitted Observation Cycle scores to date for the current school year. For help or questions about managing Observation Cycles, contact your REIL Field Specialist directly or email MCESA at MCESAsupportgroup@azed.gov